

## HOLLISTON BOARD OF SELECTMEN

January 4, 2017  
7:30 p.m.

Selectmen's Meeting Room – 105  
Town Hall

Present: Jay Leary, Chairman; Kevin Conley, Vice Chairman; Jay Marsden, Clerk and Jeff Ritter, Town Administrator

### MR. MARSDEN MOVED TO APPROVE THE FOLLOWING WARRANT

17-27	GENERAL WARRANT	\$ 156,238.29
	PAY.COM (APPLICATION FOR MEDICAL-HEALTH)	\$ 683.40
	COMMUNITY PRESERVATION (265)	\$ 2,305.06
	DEBIT CARD (001)	\$ 1,323.96
	HEALTH INSURANCE TRUST (700)	\$ 489,259.11
	EXPENDABLE TRUST (710) HOUSING TRUST	\$ 1,070.57
	PERFORMANCE DEPOSITS (801)	\$ 769.05
	AGENCY (890) VETERANS DISTRICT PAYROLL	\$ 1,033.64
	TOWN PAYROLL	\$1,117,841.42
	TOTAL PAID WARRANT	\$1,769,490.86

### ACCOUNTANT'S NOTE:

ACCRUED DEDUCTION LIABILITIES NOT PAID	\$ 224,876.35
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### TREASURER'S NOTE:

WIRE TO HEALTH INSURANCE TRUST	\$ 182,965.38
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**THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

### COMMENTS FROM THE BOARD

Mr. Marsden read a resignation letter from Jean Boulette, who is the Director of the Senior Center.

Mr. Marsden thanked Ms. Boulette for her service to the Town.

Mr. Marsden read a letter of retirement from John Moore, who is the Chief of Police.

Mr. Marsden thanked Chief Moore you're his years of service to the Town.

Mr. Conley said the New Year's Eve Trail walk was a great success.

Mr. Conley thanked the DPW for all the plowing and sanding of the roads. Mr. Conley said that this is early January and we have had four storms already. He said that they had to sand on Christmas Eve.

Mr. Leary wished everyone a happy New Year. He said that it is difficult to plow around cars. If people could put their car in the driveway if there is a storm coming, that would be helpful.

There were no comments from the audience.

### REPORT OF THE TOWN ADMINISTRATOR

Jeff Ritter, Town Administrator, said that he had an up-date on 1750 Washington Street. He said that the first phase of the interior renovation has started. Mr. Ritter said that Kristen Hedrick, Park and Recreation Director, and Bob Nemet, from the DPW, are coordinating the contractors. He said that he expects the first phase of the renovation to be finished by next week. He said that all Park and Recreation programs are full. He said the second up-date of 1750 Washington Street is the elevator

project. He said that this has been approved by the Board of Health. He said that they also have written confirmation from the State Architectural Board saying that the elevator is fully compliant.

Mr. Ritter said that tomorrow January 5<sup>th</sup>, there will be a Department Head meeting at 10:00 a.m.

He said that the Chairman of the Finance Committee is joining this meeting to talk about the budget guideline. Mr. Ritter said on January 5<sup>th</sup>, there will be an Economic Development Committee at 8:00 a.m. He said that last month, there were six new business that opened in Town.

Mr. Ritter said that Flagg Building will have an on-site visit with GZA Consulting. He said that meeting will take place on Tuesday January 10<sup>th</sup>, at 10:00 a.m. He said that this will be the final walk through for preparing the bid documents. He said that the Green Community program is complete. He said that there is \$15,000 left in this budget, and he is going to ask the State if it can be spent on other lighting projects at the Police station. Mr. Ritter said that Holliston in Bloom will have their first meeting of 2017, on January 5<sup>th</sup>, at 7:00 p.m. He said that this meeting will take place at the Historical Society.

Mr. Ritter said that the Library boiler is on track. He said that the Plumbing Inspector will be inspecting it this week. Mr. Ritter said starting next week, the FY 18 budgets will start. Solid Waste, Street lighting, Animal Control Officer, Motor Vehicles and Economic Development budgets will be presented. Mr. Leary asked about the Collins Center and the Capital Requests. Mr. Ritter said that one item was missing and that was the inventory of the buildings. He said that he got an inventory list from the Police and Fire. He said that he did one for Town Hall and 1750 Washington Street. He said that they are still waiting for something from the Library. Mr. Leary asked about the DPW? Mr. Ritter said he has nothing from them yet. Mr. Leary asked Chief Cassidy if his inventory was just for Central Station or all four stations? Chief Cassidy said all four stations. Chief Cassidy said that he added his portion of the Foundry Building with the inventory.

#### **BOARD BUSINESS – MINUTES AUGUST 10, 2016**

**MR. CONLEY MOVED TO APPROVE THE MEETING MINUTES OF AUGUST 10, 2016, AS WRITTEN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

**MR. CONLEY MOVED TO APPROVE BUT NOT RELEASE THE EXECUTIVE SESSION MEETING MINUTES FOR DECEMBER 21, 2016. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

#### **GOAL AND OBJECTIVES**

Mr. Conley said that he would like to add one to the list, Social Media. Mr. Conley said that the Town needs a Facebook page. He said that our webpage gets about 50 checks a day. But a Facebook page could get a couple of thousand.

Mr. Leary asked who will oversee that page?

Mr. Conley said that this would be a starting point. He said that we could hire someone for four hours per week to keep up the page. Mr. Leary said that social media is 24 hours per day 7 day per week.

Mr. Conley said that there is a full time person on staff in the Town of Medway doing postings for their Facebook page.

Mr. Marsden suggested that they look at the surrounding Towns that have Facebook pages and see how they are run.

Mr. Conley said that the Town of Medway puts all their meetings on their Facebook page.

Mr. Marsden said that it sounds like they are duplicating their efforts because all Town information is on the Town of Holliston website.

Mr. Conley said that no one looks at the Town website.

Mr. Leary said that the Board will look into this.

#### **TRAILS COMMITTEE AUTHORIZATION FOR SURFACE IMPROVEMENTS**

Mr. Leary said that there are some funds still available for this. He said that the State is asking for the Board's signature so that they can spend the funds on the surface of the trail.

**MR. MARSDEN MOVED TO SIGN A LETTER ASKING FOR AUTHORIZATION TO USE THE EXTRA FUNDS FROM THE TRAIL ON THE SURFACE OF THE TRAIL. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **APPOINTMENT – VETERANS DISTRICT BOARD OF DIRECTORS**

**MR. LEARY MOVED TO APPOINT JEFF RITTER, TOWN ADMINISTRATOR, AS THE VETERANS DISTRICT BOARD OF DIRECTORS REPRESENTING THE TOWN OF HOLLISTON. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

**MR. MARSDEN MOVED TO CONTINUE WITH THE BOARD'S MEMBERSHIP WITH THE VETERANS DISTRICT BOARD AND AUTHORIZE THE CHAIRMAN TO SIGN THE AUTHORIZATION LETTER. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

#### **SENIOR CENTER DIRECTOR POSITION**

Bob Malone and Mark Ahronian from the Senior Center were present. Mr. Leary asked about the vacant position of the Director of the Senior Center.

Mr. Malone said that they would like to discuss the hiring process while looking for a new Director. Mr. Malone said that in 2014, when they hired Ms. Boulette, the Selectmen and the Town Administrator were not really part of any of the discussions. Mr. Malone said that he will be gone for a month and he wants the interview process to start. He said that he would like to be involved in the process. He said that when Ms. Boulette was hired, there were thirty-nine applicants. He said that the Committee members were involved in the hiring process and each was given a copy of the applications. He said that they then graded each one. He said that five were picked from the 39 applicants. He said that 7 of the applicants were given a second interview. Mr. Malone said that Ms. Minihan did a great job making the scheduled interviews. He said that she was a big help. He said that they did not have a charge, they were not told how many applicants would be interviewed by the Town Administrator. They choose to pick one person who they thought would be able to work with the seniors and also keep an eye on the building project. He said that the building project included a new kitchen, bathrooms and a new parking lot.

Mr. Ahronian said that the posting should be at Town Hall and the Senior Center, just in case there is an employee who would like to apply.

Mr. Malone said that they did have one internal employee apply last time. Mr. Malone said that the six members of the search committee worked well last time.

Mr. Leary said that is a manageable number.

Mr. Leary said that a posting should be internal and out to the general public.

Mr. Ritter said that posting internal and the general public, we can get the best candidate for the position.

Mr. Conley asked if this position was a contract position?

Mr. Malone said yes.

Mr. Ahronian said that we have now lost our second Director, who has gone off to better positions.

Mr. Marsden said he is not sure that is the case.

Mr. Malone said that he had a conversation with Ms. Boulette and she said that salary was an issue but that is not why she went to another Town.

Mr. Marsden said that if you are comfortable with the way the Committee did it last time, then please do it the same way. Mr. Marsden said that Mr. Ritter will help in any way.

Ms. Boulette said in her letter of resignation that she would be willing to help train the new Director.

Mr. Marsden said that she may know a few people in the field that may be looking for a new position.

Mr. Malone said that Ms. Boulette said that there is a MMA website and a Council on Aging website that they can advertise on. She did not suggest that she had someone in mind for the position.

**MR. MARSDEN MOVED TO APPOINT MARK AHRONIAN, AS CHAIRMAN, CARMAN CHIANGO, MILLIE BEDARD, ANNETTE HAMLETT, LOIS OSMER AND LARRY WISE TO THE SENIOR CENTER DIRECTOR SEARCH COMMITTEE. THE MOTION WAS SECONDED BY MR. CONLEY. ALL IN FAVOR.**

Mr. Leary asked how long do you want the posting to be up for? Mr. Ahronian said one month.

**AT 8:24 P.M., MR. CONLEY MOVED TO ADJOURN. THE MOTION WAS SECONDED BY MR. MARSDEN. ALL IN FAVOR.**

Respectfully submitted,

Donna A. Muzzy

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